

**DRAFT COLONIAL REGIONAL LOCAL HUMAN RIGHTS COMMITTEE**  
**Meeting Minutes**

**July 18, 2013**

**Members Present:** Cheryl Westray, Denese Gillis, Carol Brown, Veronica Reid,  
Committee Members

**Members Absent:** Dr. Charles Ponquinette, Chair

**Others Present:** Timothy Jones, Human Rights Advocate

**Potential Affiliate:** None

Affiliates Present: Independent Perspectives, Lyle Professional Counseling, Martha's Place, New Season Clinical Services, Therapeutic Interventions, Inc., Thoroughgood House, Youth & Family Counseling, LEVOC Family Services, Virginia Supportive Housing, Family Maintenance Counseling Group

**Affiliates Absent:** VABODE,

**1. Call To Order**

The Colonial Regional Local Human Rights Committee was called to order at 5:30 p.m. April 18<sup>th</sup> 2013, by Cheryl Westray; for the purpose of hearing business pertaining to the agenda, transactions, or other matters that may be presented to the committee.

**2. Review and Approval of Agenda**

July 18<sup>th</sup> 2013 Agenda was reviewed.

**Action:** Ms. Gillis made a motion to approve the agenda as presented.

**Second:** Ms. Reid

**Vote:** Unanimous

**3. Review and Approval of Minutes**

April 18<sup>th</sup> 2013 Minutes were reviewed and no corrections were made.

**Action:** Ms. Gillis made a motion to approve the agenda as presented.

**Second:** Ms. Reid

**Vote:** Unanimous

**4. Announcements**

None

## **5. Public Comment**

None

**6. Human Rights Advocate Comments** – Timothy Jones reminded providers that everyone should have a log on for the Delta system and be using the CHRIS system to submit all serious incident reports.

Providers were also reminded that in the event that clients are brought into programs from the state training centers they must follow policies and procedures around Authorized Representatives (AR). In addition if any provider intends on serving any clients from these training centers it is recommended that they add policies and procedures around the use of protective and mechanical restraints because many of those clients require such devices.

## **7. Old Business**

None

## **8. New Business**

a. Therapeutic Interventions notified the committee of the location of their new headquarters office. This was relocation and no new services are being offered. All Contact information remains the same. 36086 Lankford Highway PO BOX 308 Belle Haven, VA 23306

b. Thoroughgood House requested approval of changes to their policies and procedures to include the use of protective and mechanical restraints.

Motion: Ms. Gillis moved to approve the new policies.

Second: Ms. Reid

Action: Vote was unanimous

## **9. Affiliate Reports**

**\*All providers noted below went over their 2<sup>nd</sup> quarter reports during the meeting:**

A. Community Behavior Support – Reports no incidents/ 1 complaint

B. Family Maintenance Counseling Group – Reports no incidents/complaints

C. Independent Perspectives – Reports no incidents/complaints

D. LEVOC – Reports no incidents/complaints

E. Lyle Professional Counseling - Reports no incidents/complaints

F. Martha's Place – Reports no incidents/ 1 abuse/neglect allegation

G. New Season Clinical Services - Reports no incidents/complaints

H. Therapeutic Interventions, Inc. – Reports no incidents/complaints

I. Thoroughgood House – Reports no incidents/ 1 abuse/neglect allegation

J. VABODE - Absent

K. Virginia Supportive Housing – Reports no incidents/complaints

L. Youth and Family Counseling – Reports no incidents/complaints

**9. Next meetings scheduled for:** 10/17/13, 1/16/2014, 4/17/2014, 7/17/2014

**10. Closed Session** – The committee voted to go into closed session per VA Code 2.2-3711(A), for the purposes of hearing information pertaining to the complaints/allegations against Community Behavior Support, Martha's Place, Thoroughgood House.

The Committee voted to come out of closed session and each committee member certified that the only information discussed was the complaints/allegation against Community Behavior Support, Martha's Place, Thoroughgood House. The committee made the following recommendations:

The committee has requested that Community Behavior Support try to maintain 2 staff when dealing with clients that have a known history of aggression to avoid the one on one scenario.

The committee requested that Martha's Place add additional training for staff to develop communication skills and rapport building with clients with Dementia.

The committee made no recommendations for Thoroughgood House.

**11. Adjournment:** The LHRC meeting was adjourned at 7:30 p.m.

**Action:** Motion made by Ms. Gillis to adjourn the meeting

**Second:** Ms. Reid

**Vote:** Unanimous